Department of Veterans Affairs
Veterans Health Administration
Washington, DC 20420

VHA DIRECTIVE 2002-014

March 7, 2002

DISASTER EMERGENCY MEDICAL PERSONNEL SYSTEM (DEMPS) DATABASE

1. PURPOSE: This Veterans Health Administration (VHA) Directive provides policy regarding the Disaster Emergency Medical Personnel System (DEMPS) database.

2. BACKGROUND

   a. The DEMPS database is comprised of VHA personnel who volunteer, and have been approved by their health care facility Director, to be deployed in the event of a disaster or other emergency.

   b. The DEMPS program, which is described in VHA Handbook 0320.3, was developed to identify and collect information on VHA personnel who may be available to be deployed in an emergency. The need for DEMPS to quickly identify volunteers with urgently needed skills in a disaster or terrorist attack has become especially critical since the events of September 11, 2001.

   c. DEMPS is available for direct access via the Emergency Management Strategic Healthcare Group (EMSHG) website (http://vaww.va.gov/emshg/). Since it contains personal information, access to DEMPS is password controlled. Security for the database is provided through the use of the Public Key Infrastructure (PKI). Each facility will only be able to access its own database.

3. POLICY: It is VHA policy that a list of all VHA personnel who volunteer, and have been approved by their health care facility Director, to be deployed in the event of a disaster or other emergency, must be maintained in the DEMPS database.

4. ACTION

   a. **The Medical Facility Director.** The medical facility Director, or designee, is responsible for:

   (1) Identifying a primary and secondary DEMPS coordinator who is responsible for maintaining local information and for entering, editing or deleting records in the system no later than 4 weeks from the date of this directive.

   (2) Ensuring that the primary and secondary DEMPS coordinators apply for passwords within 2 weeks of the appointment.

   (3) Ensuring that the facility name, name of the primary and secondary coordinator, the complete addresses with e-mail addresses and telephone numbers of the coordinators are submitted to the respective EMSHG Veterans Integrated Service Network (VISN) Liaison Area Emergency Manager (AEM) no later than April 10, 2002.

THIS VHA DIRECTIVE EXPIRES MARCH 31, 2007

b. **Primary and/or Secondary Coordinator.** The primary and/or secondary coordinator is responsible for entering data into the DEMPS database to order to maintain an accurate database. *NOTE: Application instructions are provided in Attachment A.*

c. **EMGHG.** The EMSHG, VA Central Office, will maintain a consolidated list of all primary and secondary coordinators and will provide each with a PKI packet, including a Personal Identification Number (PIN).

5. REFERENCES: VHA Handbook 0320.3.

6. FOLLOW-UP RESPONSIBILITY: EMSHG (13C) is responsible for the contents of this directive. Questions may be directed to (304) 264-4803.

7. RECISSION: VHA Directive 97-046, is rescinded. This VHA Directive expires March 31, 2007.

S/ Tom Sanders for
Frances M. Murphy, M.D., M.P.H.
Acting Under Secretary for Health

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ATTACHMENT A

APPLICATION PROCEDURES FOR DEMPS ACCESS

1. Each Department of Veterans Affairs (VA) medical facility Director identifies a primary and secondary Disaster Emergency Medical Personnel System (DEMPS) coordinator who is responsible for entering, editing, and deleting records in the DEMPS database. ***NOTE:*** *Facility Directors may wish to consider providing "read only" access to a limited number of other facility personnel who would require access to the database for personnel management purposes.*

2. Once the Director approves the primary and secondary DEMPS coordinators, names of these individuals, their locations with complete mailing address, e-mail address, phone number, and required access (either "enter/edit" or "read only") must be provided to the respective Emergency Management Strategic Health Care Group (EMSHG) Veterans Integrated Service Network (VISN) Liaison Area Emergency Manager (AEM).

3. Once reviewed and verified by the EMSHG VISN Liaison, the information is forwarded to EMSHG VA Central Office for processing. ***NOTE:*** *The information may be mailed, e-mailed (via Outlook) or faxed. Any questions may be referred to 304-264-4803, including the name and location of the EMSHG VISN Liaison AEM.*

4. After receipt of the application, A Public Key Infrastructure (PKI) packet, including a Personal Identification Number (PIN) will be sent directly to the individual by EMSHG VA Central Office.

5. When the PIN is issued, the individual must go to: https://vaww.va.gov/vapki2 to complete the application enrollment and obtain verification certificate.